

Alfatronix corporate policy

Alfatronix Ltd has a number of corporate social responsibilities which are designed, checked and maintained in the company internally and externally in many cases (such as the ISO9001, ISO14001 standards as well as supply chain transparency), to meet the highest of ethical standards as well as legal requirements.

Purpose of policy

The purpose of this policy is to ensure that Alfatronix Ltd holds itself accountable for its corporate social responsibilities. Alfatronix Ltd has the responsibility to alter this policy due to changes in law or other ethical considerations that may arise in the future.

1. Certifications

1.1 Alfatronix Ltd holds a certification of ISO9001:2015. This standard is based on a number of quality management principles including a strong customer focus, the motivation and implication of top management, the process approach and continual improvement. The social responsibilities within the company include the management of social issues, social audits, management of wages or benefits among other aspects within the guidelines of the quality management systems requirements needed for the ISO9001:2015.

1.2 Alfatronix Ltd holds a certification of ISO14001:2015 which includes no less than; an environmental policy supported by the Directors of the company. The identification of environmental aspects and impacts, and the identification of significant environmental impacts that Alfatronix Ltd as a company may cause. The identification of environmental compliance requirements, the development of environmental development targets, and their environmental management programs. Defined resources, roles, responsibilities and authorities for environmental management. The competence, training and awareness procedures. The development of EMS documentation as required by the standard as well as the development, monitoring and measuring of document control, operational control, emergency preparedness and response procedures. An evaluation of compliance procedure as well as the management of non-conformance, corrective and preventative actions. The management of records, internal EMS audits and management reviews by senior staff. This certification shows that Alfatronix Ltd is a company with a continuous improvement plan in its systems for the environment, the company and many other aspects.

2. Training

Employees will have the necessary opportunities for training. This will be given as and when required and explains the importance of staff to know the policies put in place by the company including health and safety, their rights, expectations and corporate social responsibility among other topics as well as product and equipment training. Training gives employees the knowledge of the expectations the company has in place for a fair, ethical and legal framework within the company.

3. Code of conduct / policies

The policies held by Alfatronix Ltd give employees and other companies the transparency required to navigate through the relevant information to find the ideals of the company, the policies and procedures that show confidence in it's business, legal requirements, ethical principles and social responsibilities.

3.1 Quality policy statement

At Alfatronix, quality is not just about product performance, it encompasses everything that we do, including development processes, manufacturing systems and on time delivery performance as well as staff personal development and customer service. quality is not just about maintaining standards, but improving them. Continuous improvement is therefore a key element of our activities and extends to product quality, finish, reliability and service as well as on time delivery and cost-effective manufacture. We constantly review our performance against our own information and customer and market feedback. Quality and the improvement of quality is a core individual responsibility of everyone at every level in the company without exception.

3.2 Bullying and harassment policy

Under the Health and Safety at Work Act 1974, Alfatronix Ltd has a duty to provide its workers with a safe place and system of work. This includes a workplace free from harassment and bullying which may, in circumstances, also amount to unlawful discrimination. Alfatronix Ltd is also responsible for ensuring that workers are not harassed, bullied or discriminated against on the grounds of their sex, sexual orientation, marital status, gender reassignment, race, religion, colour, nationality, ethnicity or national origin, disability, HIV positive/AIDS status or age. Discrimination is punishable by the disciplinary procedure stored as internal documentation. This procedure states clearly the rights of the employees in these situations as well as what may and may not happen allowing for a fair due process. This coupled with the (required when needed) training ensures that staff have healthy working conditions among fellow employees while working at Alfatronix Ltd.

3.3 Capability policy

The primary aim of this procedure is to provide a framework within which the Directors can work with employees to maintain satisfactory performance standards and to encourage improvement where necessary. This policy ensures fairness and that steps are taken to ensure that facts are established. The policy grants fair working conditions at Alfatronix Ltd.

3.4 Grievance policy

As well as our certified management system in place to manage grievances and other issues, the grievance policy is a formal procedure that allows for issues to be resolved in a fair manor with employees of the company.

3.5 Disciplinary policy

The aim of the disciplinary procedure is to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary in a fair manor. Similar to the capability policy this ensures fair working conditions for employees at Alfatronix Ltd.

3.6 Whistleblowing policy

Alfatronix seeks to conduct its business honestly and with integrity at all times. However, we acknowledge that all organisations face the risk of their activities going wrong from time to time, or of unknowingly harbouring malpractice. We believe we have a duty to take appropriate measures to identify such situations and attempt to remedy them. By encouraging a culture of openness and accountability within the organisation, we believe that we can help prevent such situations occurring. We expect all staff to maintain high standards in accordance with our code of conduct and we have (required when needed) training days for the staff where this topic is addressed. Reporting any wrongdoing that falls short of any of the policies Alfatronix Ltd has is a fundamental principle. The aim of this policy is to ensure that our employees are confident that they can raise any matters if genuine concern without fear of reprisals, in the knowledge that everyone will be taken seriously and that the matters will be investigated appropriately and regarded as confidential. This policy has been developed using the guidance by various bodies including the independent charity Public Concern at Work and the Institute of Chartered Accounts in England and Wales

3.7 Health and safety policy

Health and safety at Alfatronix Ltd has many defining increments. All employees have a health and safety training induction before starting to work. Directives, regulations, product safety, reporting incidents, internal audits and risk assessments are all maintained frequently with documentation stored internally. These make up the Alfatronix Ltd health and safety policy.

3.8 Corporate social responsibility policy

Alfatronix Ltd abides by the law and other principles of ethics. These include but are not limited to; child labour, modern slavery, discrimination, human trafficking, bribery, corruption and extortion. As other organisations check to us for our policies on these matters, we endeavour to check other organisations that we associate with and whether they abide by the same laws and ethical considerations. We do not do business with organisations if they have been transparent about their principles and are known to break the law or differentiate between the stance Alfatronix Ltd has in the matter. Alfatronix Ltd follows a strict transparency in supply chain guide and hold a compliance self-certification form where the company meets or exceeds the following expectations; employment is freely chosen. Freedom of association and right to collectively bargain is respected. Working conditions are safe and hygienic. Child labour shall not be used. Working hours are not excessive. No discrimination is practised. No harsh or inhumane treatment is allowed. Workers must not pay deposits for work. Employees must not keep any original or identity documents.

3.9 Environmental policy

Alfatronix Ltd has a responsibility for appointing a dedicated person to take responsibility on a daily basis for implementing the environmental policy, this person is known as the Health & Safety environmental officer. It is the company's policy to take a proactive stance towards environmental/ecological issues. Employees will be encouraged to keep waste to a minimum and dispose of it in the correct manner to comply with all legal requirements. All waste will be taken to a Government Authority tip. All waste (hazardous) chemicals/substances will be removed from the Company Premises by an approved supplier only and full documentation issued. Company vehicles are to be regularly tuned to maintain optimum performance and to ensure that they comply with emission level guidelines. The company will Endeavour to maintain an active re-cycling programme both on the company premises and whenever our employees are working on the site of a customer.

Note: All policies stated in this policy have their own expanded documentation stored in the company internally.

Last updated: February 2018, Kaine O'keeffe, Quality Engineer.